

Declassification Guidelines
for OSS records given NARS

9 JAN 1975

Mr. Edwin A. Thompson
Director, Records Declassification Division
National Archives and Records Service
Seventh Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Alan:

This letter authorizes an expansion of the joint effort of NARS and the CIA to review for declassification those 30-year-old records held by the National Archives which require examination by Agency personnel. If agreeable to you, the expanded program can be implemented immediately.

Central to this expanded effort is the fact that Agency reviewers have been satisfied with the competence and judgment demonstrated by the NARS personnel collocated with Agency supervisors in the review of documents as authorized in my letter of 3 December 1974. In light of this fact, we feel that the requirement for NARS personnel to work on CIA interests only when under the immediate supervision of Agency reviewers can be relaxed to the extent of permitting the 30-year review to be performed by designated NARS personnel whether or not CIA officers are present.

Enclosed is a slightly revised copy of the guidelines to be followed in this new phase of our review. These guidelines will be used by NARS personnel, always subject to CIA spot-checking, after satisfactory on-the-job-training performance under the direct supervision of CIA officers.

We believe that this expansion of the review program can only enhance the possibility of meeting the 31 December 1975 deadline.

Sincerely,

Robert S. Young
Robert S. Young
Archivist

Enclosure: Revised Guidelines (1 copy)

Revised as of January 1975

SPECIAL GUIDELINES FOR DECLASSIFYING DOCUMENTS
ORIGINATED BY THE WORLD WAR II PREDECESSOR ORGANIZATIONS
OF THE CENTRAL INTELLIGENCE AGENCY

The Director of Central Intelligence exercises exclusive or final original classification authority over all documents originated by the Coordinator of Information (COI), the Office of Strategic Services (OSS), and the Strategic Services Unit (SSU). In addition, the Agency must review and clear those documents originated by other agencies which concern CIA's predecessor agencies or intelligence matters of possible current interest to the Agency. In light of the voluminous holdings of OSS documents (hereafter used to include COI and SSU documents as well) in records of those organizations which used the OSS product or otherwise dealt with the OSS, and in light of the limitations of time and manpower available for the 30-year review of World War II materials, this authority is being delegated to a limited degree so that non-CIA personnel can assist in completion of the task. The following special rules shall govern such review:

1. This delegation of declassification authority extends to select reviewers of the Records Declassification Division, NARS, after satisfactory training performance under CIA supervision.

2. All classified documents or other material above described can be declassified, except those which, after review, are determined to contain information of the types in subparagraphs a. through 1. below. Documents falling into the categories listed below must be reviewed by CIA personnel:

a. Information received from a foreign intelligence service through OSS liaison, whether that liaison sourcing is stated or only inferable.

b. Information which discloses the identity of any personnel, including agents and liaison officers, of friendly intelligence or security services.

c. Information concerning communications intelligence, cryptography or related matters.

d. Information which names or effectively reveals the identity of any OSS sensitive source -- human or technical,

actual or planned. Classification will not be removed where any doubt exists. (Note: Captured enemy documents and personnel, refugees and casual informants are not to be considered as sensitive.)

e. Information which reveals the non-official cover (NOC) status of personnel employed by the OSS or the nature of the NOC arrangement, including the NOC name, title, etc.

f. Information which reveals any of the arrangements involved in placing and supporting OSS personnel under official cover with any degree of sensitivity attaching.

g. Information which reveals any aspect of agent spotting, recruitment, development, handling or support, the assignment of tasks, the levying of requirements, and the agent's manner of response and means of reporting or contact.

h. Information disclosing the design and operating characteristics of special devices used or under development by the OSS in support of operations in the field.

i. Information disclosing the manner and degree of financial support given by OSS to foreign organizations and movements, and the means used to obtain and transmit such support.

j. Information which could adversely affect the conduct of present and future U.S. foreign relations.

k. Information which conceivably could place in jeopardy the life of any individual.

l. Letters and memoranda, other than routine transmittal correspondence and acknowledgments.

3. All of the documents exempted from declassification under any of the above provisions of subparagraphs a. through l. will be reviewed by CIA officers. No downgrading to Secret or Confidential is authorized by these guidelines.

4. All documents deemed to qualify for declassification under the guidelines herein provided will be marked with an appropriate stamp to show that declassification action was taken under the terms of this declassification authority.

THE NATIONAL ARCHIVES

Restrictions - General - 5

GENERAL RESTRICTIONS ON THE USE OF RECORDS IN
THE NATIONAL ARCHIVES

The restrictions stated below apply to the kinds or classes of accessioned records designated regardless of the record groups to which such records belong. Additional restrictions applicable to particular record groups are separately issued.

- I. Records: Records less than 75 years old of the investigation of persons or groups of persons by investigative authorities of the executive branch.
Restrictions: Information in these records will be made available only as authorized by an appropriate official of the originating agency or its successor agency.
Imposed by: The Archivist of the United States.
- II. Records: Records less than 50 years old of the following kinds that originated in any of the components of the Department of Defense: inspector general reports of investigation or of inquiry, aircraft accident reports, and records of boards of investigation, courts-martial, courts of inquiry, military commissions, and provost courts.
Restrictions: Information in these records will be made available only as authorized by an appropriate official of the originating agency or its successor agency.
Imposed by: The Archivist of the United States in conformity with the guide lines set forth in Department of Defense Directive 5400.7, June 23, 1967.
- III. Records: All documents less than 75 years old among the records of any agency of the Government that are identifiable as having originated with the Federal Bureau of Investigation or its predecessor, the Bureau of Investigation (established July 26, 1908), that include quotations from or paraphrase statements in such documents, that identify by name personnel of the Bureau, or that reveal the Bureau's sources of information.
Restrictions: Information in these records will be made available only as authorized by an appropriate official of the Federal Bureau of Investigation.
Specified by: The Director, Federal Bureau of Investigation.

Rev. 2, July 24, 1967.